



DEPARTMENT OF THE NAVY
OFFICE OF THE ASSISTANT SECRETARY
(FINANCIAL MANAGEMENT AND COMPTROLLER)
1000 NAVY PENTAGON
WASHINGTON DC 20350-1000

OCT 15 2010

MEMORANDUM FOR DISTRIBUTION

Subj: DEPARTMENT OF THE NAVY PRACTICAL COMPTROLLERSHIP COURSE

Encl: (1) PCC Schedule, Nomination Windows, and BSO Quotas
(2) PCC Nomination Form (Revised September 2010)

The Department of the Navy (DON) Practical Comptrollership Course (PCC) is sponsored by the Office of the Assistant Secretary of the Navy (Financial Management and Comptroller) (OASN (FM&C)), and delivered by the Naval Postgraduate School. The purpose of the PCC is to provide quality, professional continuing financial management education to DON Financial Management personnel. More information about the course can be found at: <http://www.nps.edu/Academics/Schools/GSBPP/NonDegreeProg/PractComptroller/PCC.html>. The FY 2011 class schedule is at enclosure (1). Nominations will only be accepted from the Budget Submitting Office (BSO) point of contact and during specific nomination windows as noted in the enclosure.

To attend the PCC, DON personnel (civilian and military) must meet the eligibility criteria, be nominated by their command and, subsequently, by their BSO coordinator. Eligibility criteria for both military and civilian personnel can be found on the nomination form at enclosure (2). The form is also available as a fill-able form on the ASN (FM&C) web site, under the "Human Capital/Professional Development" menu (http://www.finance.hq.navy.mil/fmc/Pep_Training.asp). A nomination form is to be completed and submitted to the BSO point of contact for each nominee. BSO points of contact are responsible for screening nominees, and for submitting BSO-approved nominations in accordance with BSO quotas for the course (provided at enclosure (1)). Submission of an authorization for training (SF-182) to FMH is not required, though this may be a required locally. Incomplete nominations will be returned to the BSO point of contact and will be considered when complete.

There are currently four on-line prerequisites that prospective PCC students must take not more than six months prior to attending the course. These are listed on the nomination form. The nomination form also includes a supervisor's signature. The supervisor is affirming that the student has or will meet the requirement for taking the prerequisites and that if the nominee is accepted into the session nominated, the nominee will attend. The second portion of the affirmation is required as too many students are dropping out late in the process and it becomes difficult for wait list students to make travel/work arrangements.

Subj: THE DEPARTMENT OF THE NAVY PRACTICAL COMPTROLLERSHIP COURSE

As before, addressees should ensure widest dissemination of this memorandum, collect and screen all nominations associated with their BSO, and then forward approved nominations to: fm_development_courses@navy.mil. Nominations of alternates may be submitted for each class, but it must be clearly indicated on the nomination form that an individual is an alternate. Upon review of the submissions, successful nominees will be notified by OASN (FM&C) within one week of the nomination deadline.

The point of contact within OASN (FM&C) is Ms. Maricela Vargas, at 703-692-4826, or through the above email address.



Gaye L. Evans
Special Assistant for Human Capital

Distribution:

CMC
DON AA
BUMED
BUPERS
CNIC
FSA
MSC
FFC
PACFLT
NAVSEA
NAVAIR
SPAWAR
SSP
NAVFAC
NAVRESFOR
NAVSUP
NSMA
ONI
ONR
SPECWARCOM

Copy to:
BSO Points of Contact

FY2011 Practical Comptrollership Course Schedule

Section	Location	Starts	Ends	Nomination Window	(see notes)
11A	Norfolk, VA	1 Nov 10	5 Nov 10	4 Oct – 22 Oct	1
11B	Monterey, CA	6 Dec 10	10 Dec 10	1 Nov – 19 Nov	2
11C	Monterey, CA	7 Mar 11	11 Mar 11	31 Jan – 18 Feb	3
11D	San Diego, CA	28 Mar 11	1 Apr 11	21 Feb – 11 Mar	4
11E	Bangor, WA	18 Apr 11	22 Apr 11	14 Mar – 1 Apr	5
11F	Naples, Italy	9 May 11	13 May 11	4 Apr – 22 Apr	6

Notes:

1. Norfolk class (Section 11A) will be held at the Human Resources Service Center (HRSC) located at:

5301 Robin Hood Road, Suite 130
Norfolk, Virginia 23513

To maximize efficiency of bringing the class to a geographic area, nominees should predominantly come from the Norfolk and surrounding area. This does not preclude others from being nominated but seats will first go to those in the local area.

2. For Section 11B (Monterey), lodging may be available at the Navy Lodge (831-656-2512), or students should seek commercial lodging via their SATO office. Nearby lodging includes Hyatt, Hilton Garden and Embassy Suites.

3. For Section 11C (Monterey) Government lodging is available and reserved for all Monterey students. For planning purposes, lodging rates are \$50-\$60 per night based on room assignment. Facilities are located within a 3 minute walk to the classroom. Reservations will be made by NPS and a confirmation number will be provided to students prior to the course start date. Once the confirmation number is provided, students should call the VQ (831-656-2060) and provide their credit card number to confirm the reservation.

Dining is available in the lodging facility at the student's expense. Rental cars are not required by all students. If planning permits, sharing vehicles is preferred, cost effective, and will help mitigate parking issues on campus as parking is extremely limited.

Enclosure (1)

4. The San Diego class will be held at the Human Resources Service Center Southwest located at:

525 B Street Suite 600
San Diego, CA 92101-4418

To maximize efficiency of bringing the class to a geographic area, nominees should predominantly come from the San Diego and surrounding area. This does not preclude others from being nominated but seats will first go to those in the local area.

5. Kathryn Mercer Kathryn.mercer@navy.mil and Donna Swanson donna.swanson@navy.mil are the POCs for the Bangor, Washington course. They will provide local guidance to the area commands and screen applications for selection to the course. This class is restricted to students from the local Washington area.

6. Dennis Kelley dennis.kelley@eu.navy.mil is the POC for the Naples, Italy course. He will provide local guidance to area commands and screen applications for selection to the course. This class is restricted to students from Europe.

Practical Comptrollership Course – FY 2011 Quota Assignments

BSO	11A - Norfolk	11B - Monterey	11C - Monterey	11D – San Diego
BUMED	2	2	2	2
BUPERS	2	2	2	2
CMC	1	2	1	2
CNIC	3	3	3	3
DON AA	1	1	1	1
FFC	3	2	2	0
FSA	2	2	2	2
MSC	1	1	1	1
NAVAIR	2	2	2	2
NAVFAC	2	2	2	2
NAVRESFOR	2	1	2	2
NAVSEA	1	1	1	1
NAVSUP	2	1	1	1
NSMA	1	1	1	1
ONI	1	1	1	1
ONR	1	1	1	1
PACFLT	0	1	2	2
SPAWAR	1	2	1	2
SPECWARCOM	1	1	1	1
SSP	1	1	1	1

Practical Comptrollership Course (PCC) Nomination Form

(Revised September 2010)

Requirements to be eligible to attend the PCC: *(If the nominee does not meet the eligibility criteria – other than the prerequisites - the nominating command may request an exception by providing a justification in writing (below))*

Civilian Criteria:

- Financial Managers – 500 job series or Business Financial Managers only.
- At least three years of Financial Management (FM) experience, two years of which must be Department of Defense (DoD) FM experience.
- No more than 10 years of FM experience within DoD.

Military Criteria:

- Attendance should be related to the position currently held or already ordered into; note the position that supports PCC attendance in the justification section (below).

PCC Prerequisites: *(Nominees must have completed the following courses not more than six months prior to taking the PCC. In some cases, this may require taking the course again. No exceptions to this will be granted.)*

- Principles of Appropriations Law (online or classroom)
- FM 101
- Budget Execution
- NWCF 101 (modules 1, 3 and 6)

Provide the following information about the nominee – Note: incomplete nominations, including the lack of justification for any exceptions requested, will be returned:

Name:	Email (official):
Command:	Phone (DSN/com'l):
Budget Submitting Office (BSO):	Job series/Grade:
PCC Session:	BSO Priority # of nomination:
Name on Completion Certificate:	Emergency Contact Information <i>(housing purposes only)</i>
Years in Financial Management, overall:	Name/Relationship:
Years in DoD Financial Management:	Phone:

Prerequisite Certification: *I hereby certify that the PCC Prerequisites have been taken by the nominee not more than six months prior to attending the PCC. I further certify that, if accepted into the PCC, the nominee will be permitted to attend the course.*

Supervisor:

(signature / date)

Justification *(to be completed only if requesting an exception to eligibility criteria, or when noting a military position that supports PCC attendance):*

Enclosure (2)